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**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON 25, D. C.

8 March 1957

Personnel Officer  
Department of State  
Washington 25, D. C.

Attention: Files Unit

Dear Sir:

In place of the Official Personnel Folder which you requested, the following information is furnished concerning [REDACTED] service with the Central Intelligence Agency:

Excepted Appt.	5 Feb. 1951	Clerk	GS-4	\$2875.00
Pay Adjustment	Oct. 1951	"	"	\$3175.00
PSI	17 Feb. 1952	"	"	\$3255.00
PSI	15 Feb. 1953	"	"	\$3335.00
Promotion	1 Mar. 1953	Sec. Steno.	GS-5	\$3535.00
Resignation	1 Apr. 1953	Personal Reasons		

Very truly yours,

G. M. Stewart  
Director of Personnel

If necessary:

Inserted as para. before last: His/her Waiver of Life Insurance Coverage form is also attached.

Inserted as last para: The time and leave balances will be forthcoming in the near future.